

Common Archival State Agency Records

| Archival Records Series (State Agencies - Non-Higher-Ed) | | | On schedule (with associated notes)? |
|--|---|--|--------------------------------------|
| <u>A</u> | 1.1.004 | Legislative Appropriation Requests | |
| <u>R</u> | 1.1.007 | Correspondence - Administrative | |
| <u>A</u> | 1.1.011 | Executive Orders | |
| <u>R</u> | 1.1.013 | Calendars, Appointment and Itinerary Records | |
| <u>R</u> | 1.1.014 | Legal Opinions and Advice | |
| <u>R</u> | 1.1.019 | Public Relations Records | |
| <u>A</u> | 1.1.023 | Organization Charts | |
| <u>R</u> | 1.1.024 | Plans and Planning Records | |
| <u>R</u> | 1.1.040 | Speeches, Papers, and Presentations | |
| <u>R</u> | 1.1.048 | Litigation Files | |
| <u>A</u> | 1.1.055 | Strategic Plans | |
| <u>A</u> | 1.1.058 | Meeting Agendas and Minutes | |
| <u>A</u> | 1.1.062 | Meetings - Supporting Documentation | |
| <u>A</u> | 1.1.066 | Reports - Biennial or Annual Agency (Narrative) | |
| <u>R</u> | 1.1.067 | Reports and Studies (Non-Fiscal) | |
| <u>R</u> | 1.1.070 | Agency Rules, Policies, and Procedures - Final | |
| <u>R</u> | 1.1.071 | Agency Rules, Policies, and Procedures - Working Files | |
| <u>R</u> | 1.1.073 | Administrative Hearings | |
| <u>R</u> | 1.1.074 | Sunset Review Report and Documentation | |
| <u>R</u> | 1.3.002 | Publication Development Files | |
| <u>A*</u> | 4.5.003 | <i>*If no 1.1.066: Annual Financial Reports</i> | |
| <u>R</u> | 5.2.001 | Appraisals - Building or Property | |
| <u>R</u> | 5.2.002 | Building Construction Project Files | |
| <u>R</u> | 5.2.003 | Building Plans and Specifications (state owned only) | |
| <u>R</u> | 5.2.028 | Building Construction Contract and Inspection Records | |
| State Publications Depository Program comment needed in Remarks section | | | |
| 1.1.004 | Legislative Appropriation Requests | | |
| 1.1.055 | Strategic Plans | | |
| 1.1.066 | Reports - Biennial or Annual Agency (Narrative) | | |
| 1.3.001 | State Publications | | |
| 4.5.003 | <i>If no 1.1.066: Annual Financial Reports</i> | | |